

Youth Engagement Specialist Advocacy Services for Kids

JOB TITLE: Youth Engagement Specialist
TIME/HOURS: Part-time/ 10-20 hours a week
FLSA STATUS: Non-Exempt
WAGE/SALARY: \$13.00-\$17.40/ hour
SUPERVISOR: Youth Services Manager
PROBATIONARY PERIOD: 3 Months

PURPOSE:

The Youth Engagement Specialist will be responsible for assisting the Youth Services Manager in the oversight, monitoring and administration of youth involvement in the system of care so that youths' experiences and perspectives drive the planning, implementation, and evaluation of the system of care. This position will assist the Youth Services Manager in all aspects of the C.A.Y. M.O.V.E. program, the youth advisory board for the Kalamazoo System of Care. The Youth Engagement Specialist will be a support, resource and mentor to young people who bring youth voice to the system of care as well as empower youth and enhance their leadership skills.

ESSENTIAL JOB FUNCTIONS:

1. Assist with regular meetings of youth involvement efforts within the community
2. Support and nurture development activities for youth participation
3. Gather and adapt materials for youth participation
4. Provide skill-building opportunities to youth
5. Collaborate with youth, agency and community representatives to implement youth participation plans
6. Create methods to collect youth opinions about services and programs in our community
7. Complete necessary program evaluation, including DESSA and YPQI
8. Assist Youth Service Manager with marketing, recruitment, and orientation of new members
9. Empower members to educate others and reduce the stigma that surrounds mental health
10. All other duties assigned

EDUCATION AND REQUIREMENTS

1. Possess a high school diploma or GED.
2. Have experience working with youth with mood, emotional, and behavioral challenges
3. Ability to work flexible hours including evening/weekend availability
4. Have basic typing/computer processing skills
5. Have reliable transportation, proof of insurance, and ability to transport marketing materials

Please send cover letter and resume to Kaleyf@askforkids.org